

REQUEST FOR PROPOSALS

DATE: July 13, 2007

TO: Potential Applicants/Domestic Violence Programs

FROM: Montana Department of Public Health and Human Services
Child and Family Services Division

RE: Family Violence Prevention and Services Grant (FVPSA)

The Department of Public Health and Human Services, Child and Family Services Division, announces the availability of an estimated \$950,000 to providers of domestic and sexual violence prevention services. **THE APPROVED GRANT AWARD IS DEPENDANT UPON FINAL APPROVAL OF STATE AND FEDERAL FUNDING LEVELS.**

Grants will be awarded on a statewide basis. This announcement sets forth the application requirements, the application process, and other administrative and fiscal requirements for grants in federal fiscal year (FFY) 2008. The purpose of these grants is to assist programs in establishing, maintaining, and expanding programs and projects to prevent family violence and to provide immediate shelter and related assistance for victims of family violence and their dependents.

Applications must be postmarked via certified mail, or hand delivered and receipted **no later than 5:00 p.m. Monday, August 13, 2007. Please send original and 4 copies of the proposal.**

Any formal inquiries must be in writing (email preferred) and received by **August 1, 2007**. However, informal inquiries and technical assistance will be provided verbally through the deadline date. Applicants will be notified in writing the week of **September 3, 2007** of the approval or denial of their proposal.

The starting date for the FFY 2008 FVPS Funding is October 1, 2007. Grant funds awarded under this RFP must be expended by September 30, 2008.

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ATTACHMENTS

The following documents are attached to this RFP:

- 1) Certification Regarding Environmental Tobacco Smoke
- 2) Assurances - Non-Construction Programs
- 3) Certification Regarding Drug-Free Workplace
- 4) Certification of Compliance with Certain Requirements for DPHHS Contractors (Dec 2006)
- 5) Sample of Purchase of Services Contract

INFORMATION FOR APPLICANTS

1) Purpose and Goals

The FVPSA Program was originally authorized by sections 301-313 of Title III of the Child Abuse Amendments of 1984 and most recently by the Keeping Children and Families Safe Act of 2003. The program was reassigned in 2004 from the Office of Community Services to the Family and Youth Services Bureau in the Administration for Children and Families, U.S. Department of Health and Human Services.

In 1979, the Montana Legislature authorized funding of the Battered Spouses Grant Programs (Sections 52-6-101-105, MCA). This legislation provides authority for allocation of state grant funds to local battered spouses and domestic violence programs.

Through the FVPSA Program, FYSB awards grants to State agencies, Territories and Indian Tribes for the provision of shelter to victims of family violence and their dependents, and for related services, such as counseling, advocacy, self-help services, emergency transportation and child care. These funds supplement many already established community-based FVPSA activities. They also allow States and Tribes to expand current service programs and establish additional services in rural and underserved areas and Native American reservations.

The goal of this RFP is to identify and fund well-qualified, service providers who help to prevent family violence and provide **immediate shelter** and **related assistance** to victims of family violence **and** their dependents.

2) Who May Apply

Local private, non-profit organizations or public agencies are eligible to apply under this RFP. Special emphasis will be given to community-based programs of demonstrated effectiveness whose **primary purpose** is to operate shelters for victims of family violence and their dependents.

Successfully funded applications from this RFP may be re-funded in subsequent years without having to submit a proposal. Budgets and funding amounts may vary from year to year and need to be adjusted accordingly.

3) Definitions

Programs should use the following definitions in carrying out their programs. The definitions are found in section 320 of FVPSA.

Family Violence:

Any act or threatened act of violence, including any forceful detention of an individual, which (a) results or threatens to result in physical injury and (b) is committed by a

person against another individual (including an elderly person) to whom such person is or was related by blood or marriage or otherwise legally related or with whom such person is or was lawfully residing.

Shelter:

The provision of temporary refuge and related assistance in compliance with applicable State law and regulation governing the provision, on a regular basis, which includes shelter, safe homes, meals, and related assistance to victims of family violence and their dependents.

Related assistance:

The provision of direct assistance to victims of family violence and their dependents for the purpose of preventing further violence, helping such victims to gain access to civil and criminal courts and other community services, facilitating the efforts of such victims to make decisions concerning their lives in the interest of safety, and assisting such victims in healing from the effects of the violence.

Related assistance includes:

- Prevention services such as outreach and prevention services for victims and their children
- assistance for children who witness domestic violence
- employment training, parenting and other educational services for victims and their children
- preventive health services within domestic violence programs (including nutrition, disease prevention, exercise, and prevention of substance abuse)
- domestic violence prevention programs for school-age children, family violence public awareness campaigns, and violence prevention counseling services to abusers
- counseling with respect to family violence, counseling or other supportive services by peers, individually or in groups, and referral to community social services
- transportation and technical assistance with respect to obtaining financial assistance under Federal and State programs, and referrals for appropriate health-care services (including alcohol and drug abuse treatment), but shall not include reimbursement for any health-care services
- Legal advocacy to provide victims with information and assistance through the civil and criminal courts, and legal assistance
- children's counseling and support services, and child care services for children who are victims of family violence or the dependents of such victims, and children who witness domestic violence.

Client Confidentiality:

FVPSA programs must establish or implement policies and protocols for maintaining the safety and confidentiality of the adult victims and their children of domestic violence, sexual assault, and stalking. It is essential that the confidentiality of individuals receiving

FVPSA services be protected. Consequently, when providing statistical data on program activities and program services, individual identifiers of client records will not be used (section 303(a)(2)(E)).

Coordination of Services:

The impacts of family and intimate violence include physical injury and death of primary or secondary victims, psychological trauma, isolation from family and friends, harm to children witnessing or experiencing violence in homes in which the violence occurs, increased fear, reduced mobility and employability, homelessness, substance abuse, and a host of other health and related mental health consequences.

Coordination and collaboration among the police, prosecutors, the courts, victim services providers, child welfare and family preservation services, and medical and mental health service providers is needed to provide more responsive and effective services to victims of domestic violence and their families. It is essential that all interested parties are involved in the design and improvement of intervention and prevention activities.

CONTENTS AND FORMAT OF GRANT PROPOSALS

Proposals (including attachments) must not exceed 60 of pages. Any pages or attachments that are beyond this limit will not be reviewed as part of the overall proposal.

Applicants must submit a proposal which contains all of the following elements arranged in the following order:

- 1) **Title Page/Cover Letter.** One page on organization letterhead signed by the Executive Director or authorized official. Include the amount of the grant award being sought, the Employer Identification Number (EIN); the name of the organization to whom the proposal is being submitted; beginning and ending dates of the program; total funds requested; submission date, brief overview of organization's experience, statement of need and proposed methods. The letter should also include the name(s), address(s), email(s) and telephone number(s) of the shelter/safe home coordinator if this person(s) is different from the Executive Director.
- 2) **Abstract.** No to exceed more than 300 and will present the essence of the proposal. Summarizes each major section of the proposal and should be capable of speaking for the proposal if it is separated from it. The Abstract will appear on a page by itself and should be written after the proposal is completed.
- 3) **Table of Contents.** The Table of Contents shall identify the major sections and divisions of the proposal. The Table of Contents lists the titles of all major

sections and subsections along with their beginning page numbers. Prepare the Table of Contents in outline form, conveying a sense of coherence, unity, clarity, and logical flow.

- 4) **Introduction.** This section introduces the problem, need, or issue to be addressed, the approach or methodology of the program, and the format and organization of the full proposal. It briefly shows what is being proposed and why.
- 5) **Statement of Need.** This section convinces funders of the importance of the program, and the contributions the program will make in the community and surrounding area. This section should be directly linked to program goals and objectives and methods.

A plan describing in detail how the needs of underserved populations will be met, such as populations that are underserved due to ethnic, racial, cultural or language diversity, alienage status, geographic isolation, disability, or age. Identify the underserved populations that are being targeted for outreach and services using PDQ data. In meeting the needs of the underserved population, describe the domestic violence training that will be provided to the individuals who will do the outreach and intervention to these populations. Describe the specific service environment, e.g., new/existing shelters; services for the battered, elderly, women of color; local resources, etc.

NOTE: PDQ ANNUAL DATA WILL BE THE SOURCE FOR ALL STATISTICAL INFORMATION. PDQ DATA WILL BE USED TO MAKE FUNDING DECISIONS. THE ANNUAL PDQ REPORTS WILL BE THE ONLY SOURCE OF THIS INFORMATION AND WILL BE MADE AVAILABLE TO THE EVALUATION COMMITTEE BY THE STATE'S PDQ CONTRACTOR.

- 6) **Qualifications of Program Staff.** Include information about the applicants' general background, relevant experience, and years of operation and qualifications of key staff to provide the required services. Include the program plan for staff, volunteer, board and committee members are recruited, trained and retained. Describe the quantity and types of training key individuals receive or will obtain.
- 7) **Organizational Capacity.** Include the type of organization, how and when the organization began, goals, and how services and philosophy have evolved; the general experience and significant accomplishments of the organization; organizational resources or strengths; a description of the program's shelter/safe home, motel network (number of beds, services provided, etc.); evidence of a fiscal and program accountability; evidence of credibility such as professional accreditation, nominations and awards.

- 8) **Goals and Objectives.** Include realistic, clearly-written program goals and objectives. Program goals provide an orientation to the outcomes and not a direct measurement. They describe the desired outcomes of the program and should be related to community needs. Objectives are specific, measurable statements of the outcomes to be expected from the program. Outline several specific, measurable indicators of how the goals will be attained. Goals and objectives should be in an outline format.
- 9) **Methods.** Describes how the program goals and objectives will be achieved and how the needs will be addressed. The methods section is one of the largest sections of the grant proposal and is organized into the following subsections:
- a. **Program Activities.** This section should describe the program, implementation steps, phases of activities, and how they relate back to the goals and objectives. This section pulls together the goals and objectives with tasks and activities that will be implemented to achieve the objectives.
 - b. **Cooperating Organizations.** Include detail about groups and organizations cooperating with or involved with the program. Provide information about how the program makes referrals into the community, the community's resources, gaps in services, etc. Clearly demonstrate collaboration efforts with the local DPHHS, Child and Family Services Division (cross training, referrals, etc). Letters of Agreement or MOU's Cooperation can be attached to show efforts being made during the program year to work together and provide cross training.
 - c. **Administration.** Describe the use of consultants, contractors, volunteers, committees and advisory boards. Include fundraising and outreach efforts. Describe the plan for administering the program including overall staffing including positions, roles and responsibilities, levels of effort, use of consultants, staff coordination, and administration. Include names, addresses and phone numbers of two references to be contacted for additional information about the quality of services provided. **If consultants or contractors are going to be funded under this grant, a copy of the subcontract between the local organization and the contractor must be submitted to DPHHS before a final state contract is signed.**
 - d. **Products/Outcomes.** Summarize the entire Methods section. Delineate the products of the program and emphasizes the short and long-term results, both direct and indirect, expected from successful management of the program.
- 10) **Evaluation.** Present a plan for assessing the extent to which the program goals and objectives are being accomplished. It serves as a guide for monitoring and modifying program activities. This section shall describe how the program will

measure achievements of the objectives defined earlier in the goals and objectives section of the proposal.

It may be beneficial to include a summary of the program tasks, logically sequenced with their associated beginning and ending dates, displayed in a chart, schedule, or diagram. The work plan or timetable can help demonstrate program implementation and monitoring as a tool for evaluation.

- 11) **Budget.** The budget should contain three parts. 1) A line item budget showing specific dollar amounts within the fundable categories; 2) narrative for the proposed operating budget which describes, explains and justifies the inclusion of the line items; and 3) an organizational budget showing ALL revenues and expenses (including matching funds). A contract will not be signed until a total accounting of the organization's financial position is received by the department.

Approximately 95% of the budget for this proposal should be targeted towards providing immediate shelter and related services. Describe how the program anticipates expending the FVPSA funds and match.

Award amounts will be proportionate to the types, quantity and quality of services.

- a. **Matching Funds.** Describe the amount, source, and total percentage of required matching funds, including a description of the record-keeping system that will be used to substantiate the required match. Federal match requirement states:

*"The applicant understands and agrees to be in compliance with the FVPSA Act, 42 USC, Sec. 10402, Chapter 110. No grant may be made under this section to any entity unless the entity provides for the following non-federal matching local share as a proportion of the TOTAL AMOUNT of funds provided under Title 42 USC, Sec. 10401, et seq. to the program involved. **An entity operating an existing program under Title 42 USC, Sec. 10401 et seq., is required to show not less than twenty percent (20%) local matching funds; an entity intending to operate a new program under title 42 USC, Sec. 10401, et seq., is required to show not less than thirty-five (35%) local matching funds.** The local share may be in cash or in kind. The local share may not include any federal funds provided under any authority other than title 42 USC, Sec. 10401, et seq."*

Use the following formula to calculate match funds needed:

Step 1. Amount requested $\% .8 =$ Gross to spend

Step 2. Gross to spend - Amount requested = Match

For example, \$8,750 is the required match for a \$35,000 grant request:

Step 1. \$35,000 $\% .8 =$ \$43,750

Step 2. \$43,750 - \$35,000 = \$8,750

ASSURANCES/CERTIFICATIONS

- 1) Please sign and return the following attached Certifications with the proposal:
 - a. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE;
 - b. ASSURANCES - NON-CONSTRUCTION PROGRAMS, Federal Standard form 424B;
 - c. CERTIFICATION REGARDING DRUG-FREE WORKPLACE; and
 - d. CERTIFICATION OF COMPLIANCE WITH CERTAIN REQUIREMENTS FOR DPHHS CONTRACTORS (May 2003).
 - e. OMB AUDIT REQUIREMENT. If your program falls under the OMB Audit Requirements, please submit a copy of your latest Audit Report, if applicable. By signing a contract with the department, you are giving your assurance that this requirement will be followed.

APPENDIX

- 1) Please attach the following documents to the grant application:
 - a) Assurances
 - b) Letters of Support (no more than 3, not to exceed 6 pages)
 - c) Resumes/biographical data
 - d) References, at least 2
 - e) Relevant legal and administrative documentation (organizational charts, government status, etc.)

SELECTION PROCESS

Proposals must include ALL the above required information. This RFP will be sent to all respondents who have indicated an interest in submitting a proposal. The Department of Public Health and Human Services, Child and Family Services Division, reserves the right to:

- a) communicate or negotiate with one or more applicants involved;
- b) request one or more applicant to clarify their proposal or to supply any additional material deemed necessary to assist in consideration of the proposal;
- c) base selection of the most responsive proposals on factors not limited to the lowest bid, including staffing, the provider's history and experience in providing similar services, cost effectiveness, and other factors that contribute to the best interest of the program; and
- d) reject any or all proposals received.

- 1) **Availability of Proposals.** No comparative analysis or other information with respect to the proposals received will be available. All proposals will be available for inspection in the state office of the Department of Public Health and Human Services, Child and Family Services Division, during regular business hours after the contract(s) selected under this RFP have been awarded.
- 2) **Oral Presentation.** Finalists may be asked to make oral presentations at a time and place designated by the department.
- 3) **Evaluation of Proposals.** The Evaluation Committee will separate proposals into responsive and non-responsive documents. Non-responsive proposals will be eliminated from further consideration.

The Evaluation Committee will evaluate the responsive proposals and assign points to each section of the proposal in accordance with the extent the section meets the criteria requested in the RFP. All portions of the *Contents and Format of Grant Proposals* and the overall proposal will be assigned a point value.

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AWARDING OF THE CONTRACT

Upon review of and concurrence with the Evaluation Committee's evaluation and recommendation, the department will select the most appropriate proposals and negotiate a contract.

- 1) **Process.** The department will write and execute a contract. After department approval, the contract will be mailed to the successful applicants for signature and return to the department. Prior to official execution of the contract, no contract or award shall be assumed or announced.

An applicant invited to negotiate or having no signed contract in place, shall not commence work or commit funds, incur costs, or in any way act to obligate the applicant or the department, as if the applicant were the contractor. All such efforts, costs, and other expenses incurred by an applicant prior to the contract implementation by the department shall be entirely at the applicant's expense and shall not be counted as performance or invoiced under any subsequently executed contract.

- 2) **Workers' Compensation/Independent Contractors Exemption.** The successful vendor is required to supply the department with proof of Workers' Compensation Insurance or Independent Contractors Exemption covering the contractor while performing work for the State of Montana and its political subdivisions (Ref. 39-71-401 and 39-71-405 MCA). The proof of insurance/exemption must be valid for the entire contract period and must be received by the department within ten (10) working days of the issuance of a Notice of Award.

- 3) **Proof of incorporation or certified statement of government status.** The successful vendor is required to supply the department with appropriate documentation of government status and/or incorporation. The documentation must be received by the department within ten (10) working days of the issuance of a Notice of Award.
- 4) **Liability Insurance.** Coverage may be provided through a private carrier or through the State Compensation Mutual Insurance Fund (406) 444-6500. An exemption can be obtained through the Department of Labor, Employment Relations Division (406) 444-7734. The documentation must be received by the department within ten (10) working days of the issuance of a Notice of Award.

CONTRACTS WILL NOT BE ISSUED TO VENDORS WHO FAIL TO PROVIDE THE REQUIRED DOCUMENTATION WITHIN THE ALLOTTED TIME FRAME.

- 5) **Contract Expectations & Reporting.** The department will enter into a "Purchase of Service Contract" with the successful applicant by October 1, 2004. A model "Purchase of Service Contract" is included with the RFP.

Successful applicants will keep the department's representative informed about contract performance issues, problems and questions throughout the duration of the program. The department's representatives will consult, meet, communicate, and provide assistance to the program directors as needed.

Successful applicants will submit a signed monthly Contractor Financial Report (invoice) generated electronically and submitted in hard copy showing statements of expenditures and cash accountability. The invoices shall be submitted no later than 30 days after the prior billing month.

A final statement of costs must be submitted within 30 days of the expiration or termination of the contract.

- 6) **Quarterly Reports.** No more than 30 days after each quarter, successful applicants will submit statistical quarterly reports via Providers of Data Quality (PDQ) contractor Judy Reel and narrative report to Heather Winters, Program Officer. **Failure to submit Quarterly Reports may result in a delay of payments to the Grantee until such report is received by the department.** Failure to submit reports on time may be a basis for withholding grant funds, suspension or termination of the grant. All funds reported as un-obligated after the obligation period will be recouped

The department's representative will be responsible for monitoring the contracts and programs via review of financial and program activity reports, annual reports, and other communications from programs. The department's representative will also use other contract monitoring and assessment means such as audits and on-site visits.

- 7) **Subcontracting.** Before the final contract is approved and signed, a signed copy of any Subcontract must be forwarded to the department to be incorporated into the final contract between the program and the department.

SUBMISSION INSTRUCTIONS

Applications must be postmarked via certified mail, or hand delivered and receipted no later than **5:00 p.m. Monday, August 13, 2007**. The entire proposal and all attachments should not exceed 60 pages at 12 point font. The proposal and all attachments need to be stapled together creating one packet. **Do not** send proposals that are bound, in folders or attached with clips.

Send FIVE copies (one (1) original and four (4) copies) of the proposal to:

Heather Winters, Program Officer
Department of Public Health and Human Services
Child and Family Services Division
1400 Broadway, P. O. Box 8005
Helena, MT 59604-8005
(406) 444-4191
hwinters@mt.gov